

Top 5 Reasons Agency Honor Award Nominations Are Rejected

The nomination:

1. Does not meet the criteria for the medal category selected.
2. Is too weak and/or poorly written with no specific examples of accomplishments.
3. Does not specify accomplishments “above and beyond” the normal scope of duties.
4. Is premature for this achievement (i.e., not enough results for project to merit an Agency award).
5. Does not describe how the nominee’s accomplishments impacted the Agency.

Please note the following disclaimer: The nomination examples are for guidance and/or reference only. Use of any part of the documents is no guarantee of an approved honor award nomination.